



FAIR POLITICAL PRACTICES COMMISSION

JOB OPPORTUNITY BULLETIN

POSITION: ASSOCIATE GOVERNMENTAL PROGRAM ANALYST / STAFF SERVICES ANALYST, FAIR POLITICAL PRACTICES COMMISSION

(325-002-5307/5697-001)

DIVISION: ENFORCEMENT

**SALARY: SSA \$2724 - \$4300
AGPA \$4255 - \$5172**

FINAL FILING DATE: October 19, 2006 or Until Filled

Duties and Responsibilities:

Under the general direction of the Chief Investigator, the incumbent is responsible for: (1) development, analysis and evaluation of complex workload data; (2) development and preparation of a variety of routine and specialized workload reports; (3) maintenance of a complete accounting system for accounts receivable, including posting and processing all transactions; (4) assisting staff in research and analysis of various documents necessary to ongoing investigations, and; (5) processing requests for documents submitted under the Public Records Act.

Desirable Qualifications:

Experience with Word and Excel spreadsheet programs is essential. Ability to apply principles of Account Receivable concepts using QuickBooks program. Knowledge of Enforcement complaint and case prosecution process. Candidate must be self-motivated, able to work independently as well as in a team setting, establish workload priorities and meet deadlines, and have excellent organizational skills. Dependability, good judgment, initiative and the ability to work well under pressure.

Who May Apply:

The applicant must be reachable on a current employment list or be a current or former state employee with eligibility for this classification. All applicants must clearly indicate their basis for eligibility on the state application.

Where to Apply:

Applications will be screened and only the most qualified candidates will be scheduled for an interview. If you wish to be considered for the position please forward a State application (STD. 678) and resume to:

Fair Political Practices Commission
AGPA/SSA Enforcement Position
428 J Street, Suite 620
Sacramento, CA 95814

Contact: Gail Ziese, (916) 327-8692

10/3/06

It is the policy of the Fair Political Practices Commission to prohibit any form of discrimination based on race, sex, religion, age, national origin, sexual orientation or disability in every phase, or personnel policy and practice, in the recruitment, employment, advancement and/or treatment of all employees and applicants.